



Training Package

- > Exercises
- > Post workshop questionnaire



EXERCISES



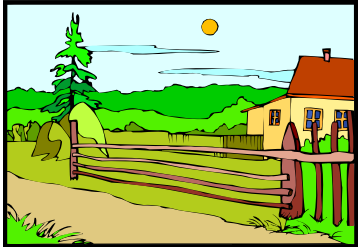
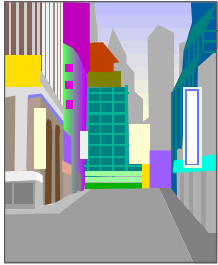

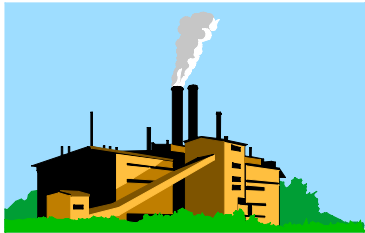
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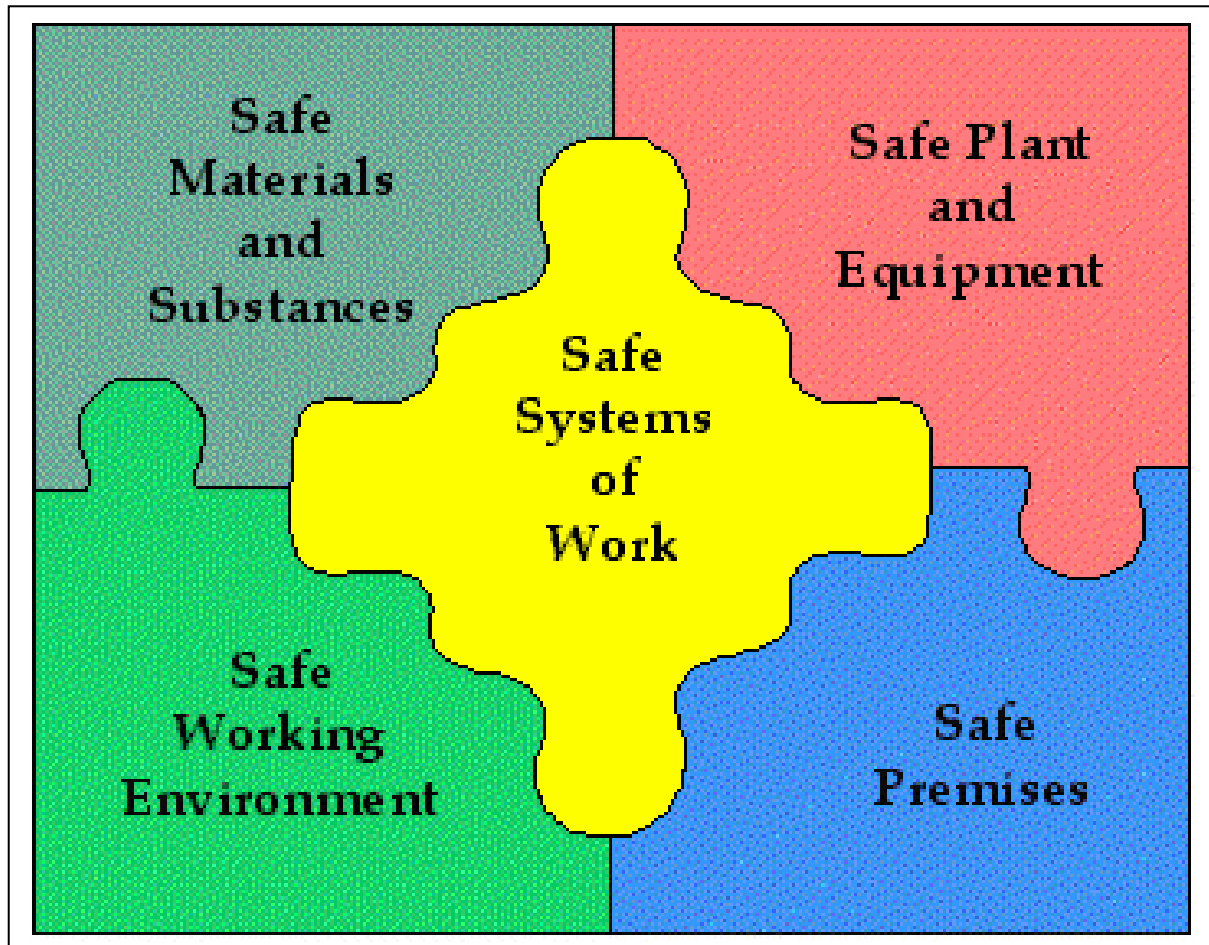
SECTION I EXERCISE A

My job

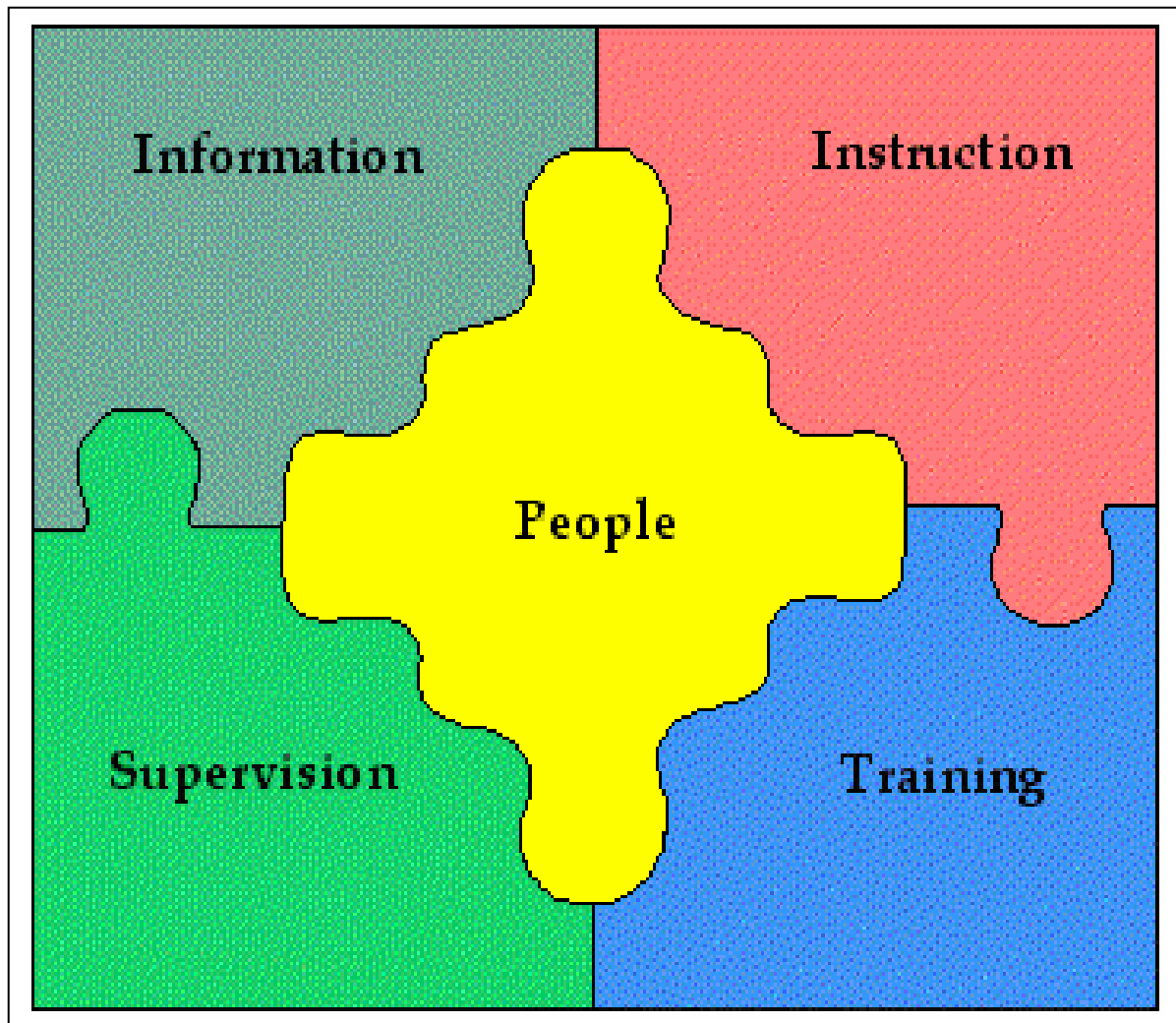
Think about what type of work and what type of workplace these pictures might represent. There is room for you to draw or paste in another type of workplace.

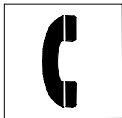
This exercise looks at what any employer must pay attention to in their workplace.



This exercise provides an opportunity for people to look at how people contribute to a safe workplace.



What are some of the things you will need to know when you start work?

**Toilets**

Find out where the closest toilets are.

Absence

Keep your work number and contact name near you at home.

Smoking

Find out if smoking is allowed in your workplace.

Telephone calls

Check if you can keep your mobile on at work or if you can use the phone at work.

Visitors / Children

Children or visitors may not be allowed in your work area.

SECTION 5 EXERCISE A**HOW COULD PEOPLE GET HURT?**

This exercise looks at the likely hazards in a job, and the type of injury that could be sustained.

Complete the table:

What is your job?	What could hurt you	How could I get hurt
<i>Example: Brick laying</i>	<i>Bending over to pick up bricks</i>	<i>Sore back Back strain</i>

SECTION 5 EXERCISE B

How do people get hurt?

Can you see anything dangerous in this kitchen?



SECTION 6 EXERCISE A**Accidents and reporting****Review an accident report form**

This form needs to be completed if a worker is involved in an accident or incident that caused, or could have caused, serious injury or damage to plant and/or property.

Please complete and return to your OHS Officer within 24 hours of the incident.

SECTION A: INITIAL REPORT
Report Date _____

Circle that which applies

Mr Mrs Miss Dr other _____		Surname		Other Names		Date of Birth	
Employee	Full time	Part time	Casual	Contractor	Visitor	Other	Male Female
Department		Position			Contact telephone number		

DETAILS	ACCIDENT	INCIDENT	NEAR MISS	MEDICAL
When did it happen?	Date:		Time:	am pm
Were there any witnesses?	Name:		Position:	Contact No:
	Name:		Position:	Contact No:
Where did the accident/incident occur?				
Was any plant damaged?	YES NO	Plant details		No plate:
Was there an Injury?	YES NO	Part(s) of body:		LEFT RIGHT
What happened?				

SECTION B: INVESTIGATION

To be completed by the supervisor and the person involved within 48 hours.

This is an extremely important section as the aim of the accident/incident investigation is to identify preventative action that will avoid recurrence of a similar accident.

SECTION C: SIGNATURES

This is the section at the bottom of the form where each party signs to say that the information is correct, and dates the signature.

What is manual handling?

Manual handling is any action that requires you to lift, lower, carry, push, pull, restrain any person, animal or thing.

The marshmallow exercise

Checklist	YES	NO
Can you see the difference between the bone and the spongy tissue in the spine?		
Have you got a marshmallow?		
Can you feel how the marshmallow could act as the soft tissue between the bones?		


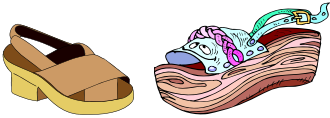

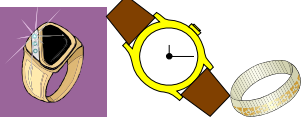


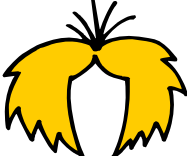
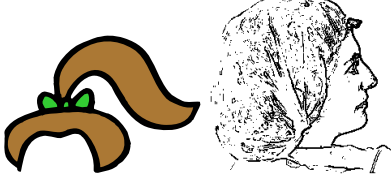
What happens when you press straight down on the marshmallow and then let go?	This is like <ul style="list-style-type: none"> • Lifting • Carrying • Bending • Pushing • Pulling • Turning
What happens when you bend the marshmallow and then let go?	This is like <ul style="list-style-type: none"> • Lifting • Carrying • Bending • Pushing • Pulling • Turning
What happens when you press down on the marshmallow and then rub your palms slowly against each other (in the opposite direction)? <i>This is what happens when you bend and twist at the same time – it will hurt your back.</i>	This is like <ul style="list-style-type: none"> • Lifting • Carrying • Bending • Pushing • Pulling • Turning

SECTION 8 EXERCISE A

Clothing and footwear

Some workplaces have rules about clothing and footwear, and the type of job you do can make a difference to what clothes you wear.

Which is safer to wear? What sort of accident can it stop?

Cross out the item that is unsafe (all pictures)		Why?
		
		
		
		

Why are alcohol and drugs not allowed at work?

Review and discuss the following items as could be found in a workplace policy.

Remember that

An employee does not have to actually use drugs or alcohol to get into trouble at work. Legal or Discipline action may result if they are in possession of or found to be trafficking, selling or storing any illegal drug or alcohol at work.

Important Notes

Drugs usually refer to prohibited drugs. This means all illegal narcotics (heroin, cocaine etc) amphetamines marijuana and any other substance prohibited by law

Taking legal prescription drugs in a way that is not how your doctor prescribed, can also be seen as illegal drug usage.

An employee who has an accident at work while he/she is knowingly under the influence of alcohol and/or drugs, may not be able to claim for compensation.

An employee who causes an injury while under the influence may be prosecuted under Occupational Health, Safety and Welfare Legislation

What can happen to someone under the influence and / or in possession of drugs at work?

- They may not be allowed to stay at work.
- They may be escorted from the site and transported home or taken to a treatment facility. This means that person will not be allowed to drive a vehicle
- The police or other legal authorities could be called
- They may miss out on being paid while not at work
- The individual may be subject to a company discipline policy
- They may put themselves at risk of instant dismissal

When can that employee return to work?

Each employee's individual situation is different so the management of their problem would be different. An employee could be sacked from their job and others may need counselling.

Usually the individual would meet to talk with their manager or supervisor and/or employee representative to talk about the problem and if anything needs to be resolved before returning to work. Counselling or rehabilitation may be raised. After an agreement is reached the person may return to work.

These meetings may be recorded and placed in your employee file.

A Drug and Alcohol policy may be in place at work to make sure you stay safe and healthy while at work, and that others do as well (Occupational Health and Safety & Welfare Act 1986 section 21 (f)).

A company POLICY could read something like this:

To provide a safe working environment for all employees and to make sure that all employees are safe from the risk of injury caused by persons under the influence of alcohol and/or drugs.

Alcohol at work

All work-places are different. Find out what the alcohol policy is at your workplace before you bring alcohol to work.

Some work-places have a NO ALCOHOL policy which means no alcohol is to be brought to work (including company vehicles) or consumed at any time.

Some work-places will allow the drinking of alcohol during meal breaks.

YOU NEED TO KNOW WHAT THE DRUG AND ALCOHOL POLICY IS AT YOUR WORKPLACE.

You can be tested for alcohol while you are at work. The employer needs to tell you if this is going to happen.

Getting help for drug and alcohol problems

Usually employees are encouraged to tell their boss that they have a drug or alcohol related problem. Most employers will want to help employees to overcome their problems as quickly as possible and to return to their jobs.

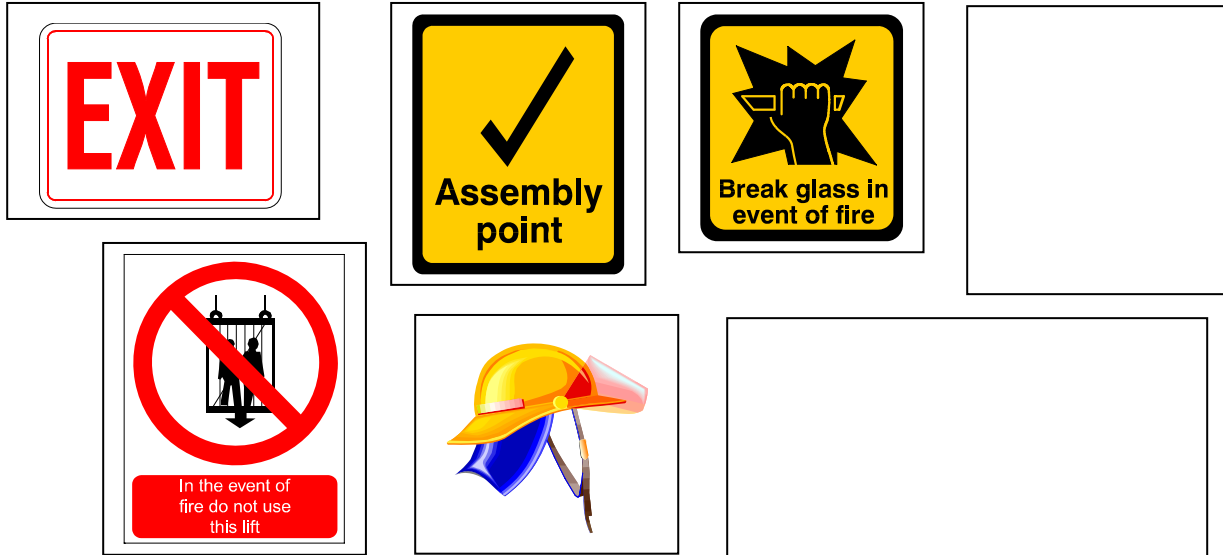
It should be safe for employees to talk to their boss about any problems they have.

If an employee is caught breaking the company policy, it must be treated confidentially.

SECTION 10 EXERCISE A

Emergency Signs

These signs relate to Emergency Procedures. Discuss their meaning.
Can you think of any other emergency signs?



SECTION 10 EXERCISE B

Emergency procedures

Why should you use emergency exits during an evacuation?

Why can't you use lifts during an evacuation?

Emergency Exits and Stairs



Elevators and Lifts



I should use exits and stairs because:

-

-

I should NOT use elevators and lifts because:

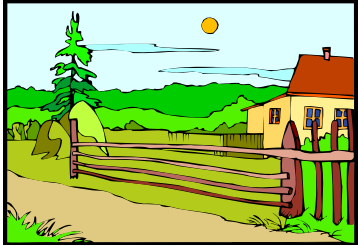
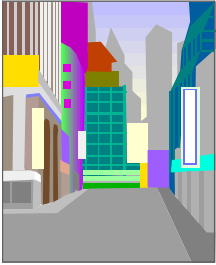

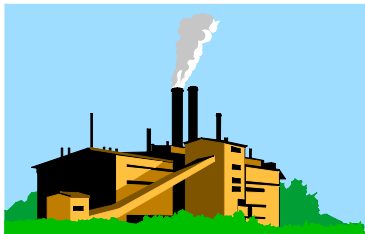
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SECTION II EXERCISE A

Rubbish, spills and safety

Think about the type of rubbish you might find in the work areas you chose in 'My Job'.
What would be the best way to dispose of this rubbish?











SECTION 12 EXERCISE A

Signs

These signs relate to safety. Discuss their meaning.

Can you think of any other signs?



SECTION 13

Who can I talk to at work?

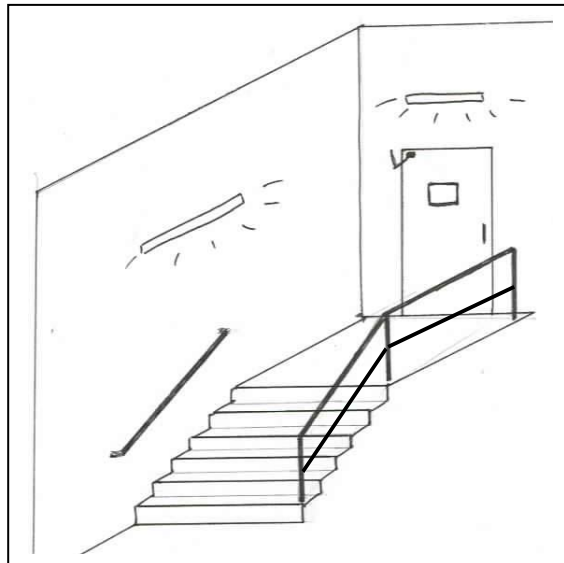
Activity: contact people

Think about and list the people you could talk to if you had a problem at work.

Activity: contact people

Think about and list the people you could contact if you had a problem that wasn't related to work

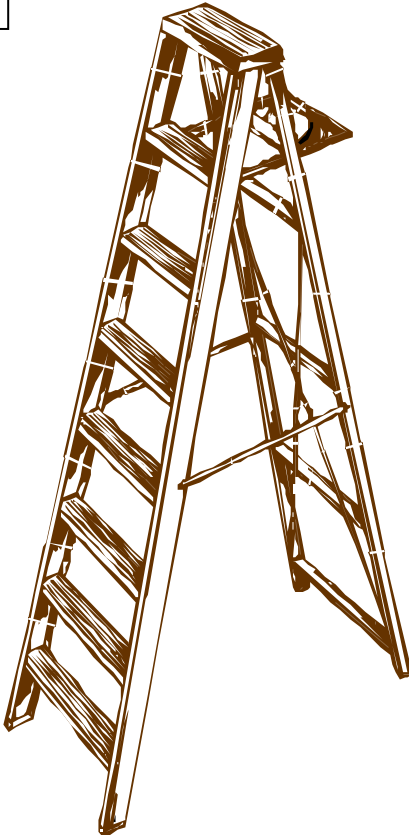
What makes these stairs safe?



Item	Is it there?	More details
Anti slip surface	Yes / No	Anti slip strip Friction paint
Visible edges	Yes / No	Dark edge strips Step edges marked in bright tape
Hand rail	Yes / No	One at waist height Two at waist height
Knee rail	Yes / No	One at knee height Two at knee height
Signage	Yes / No	_____ _____
Entry barrier	Yes / No	Gate Door
Lighting	Yes / No	Bright lighting Low lighting _____
Width	Yes / No	Wide enough for 1 person Wide enough for 2 people _____
Clear access	Yes / No	Only decorations No boxes/things in the way _____

Can you use this checklist to help you look at a stairway or ramp in your workplace?

What would you look for before using a ladder? Cross out the boxes you don't need.



Colour

My shoes

Safety tag or ladder label

All rungs attached and stable

Radio attachment

Tying off material

The weather

Insects and spiders

Overall good condition


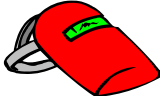

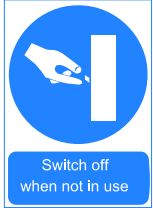







Latches and clips

Flat surface and even ladder feet

Morning tea

A person to help hold the ladder

Why would you see some of these signs or clothes when you are working around tools, equipment or machinery?

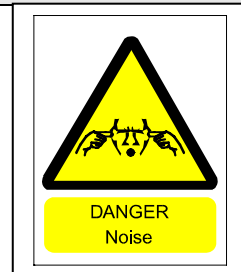
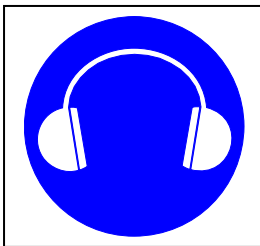
		
		
		
		

We have to think about these things when keeping food safe. Why?

<p>Mobile phones</p> 	<p>Tools</p> 	<p>Gloves</p> 
<p>Hats and hairnets</p> 	<p>Shoes</p> 	<p>Paperclips and staples</p> 
<p>Singlet tops</p> 	<p>Band-aids</p> 	<p>Insects and birds</p> 
<p>Walkmans and radios</p> 	<p>Jewellery</p> 	<p>Smoking</p> 
<p>Nails, screws and tape</p> 	<p>Washing hands</p> 	<p>Pens and pencils</p> 
<p>Others might include:</p> <ul style="list-style-type: none"> • Preparation of the food; • Storage of the food; <p>Temperatures maintained throughout preparation, storage and delivery of the food.</p>		

Select the correct word or sentence

1. Ear muffs should be **tight / loose** around my ears.
2. Hair or glasses **can / will not** interfere with hearing protection.
3. You must wear hearing protection when **the noise is too loud / you have been asked to do so**.
4. **Do / Do not** share or reuse disposable ear plugs.

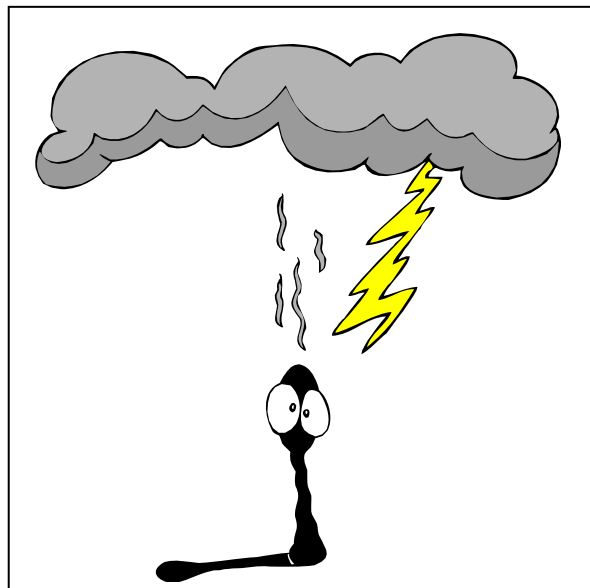
What is the same about these signs?


Think of the workplace you chose in 'My Job'. What are some sounds you could hear there that could match the levels of noise listed?

Sounds	Noise level	My sounds
Rustling leaves	10 decibels	
Low talking	50 decibels	
Normal talking	60 – 70 decibels	
Busy street - Heavy traffic	70 – 80 decibels	
Chain saw, lawn mower	90 decibels	
So loud it hurts!	120 decibels	
Jet Engine	140 decibels	






Do you think these sentences about electricity are right (✓) or wrong (✗)?

✓ or ✗	When working with Electricity ...
	Use tagged or tested portable power tools.
	The use of double adaptors is not allowed at work
	It is best to use cordless or battery operated tools in damp or wet conditions.
	A tool with a frayed or damaged cord must be immediately removed for repair.
	You can use any ladder or stepladder.
	Insulated safety boots are the best footwear.
	Electrical equipment should be regularly tested and be tagged to show the last test date.



Why would you see these tags or signs at work?



Post OHSW Workshop Evaluation Questionnaire

This questionnaire should be completed by all jobseekers participating on the OHSW sessions.

1. What should you do if you see something that is NOT safe at work?

2. What should you do if you are asked to do something you don't know how to do?

3. Which of these things do you have to tell your supervisor at work?






I am feeling sick or tired	I haven't had to do that job for a while and I've forgotten what I have to do	The work area looks different to me
I think someone is going to get hurt	The equipment feels uncomfortable	I forgot to wear the right shoes today.

4. What should you do if you get hurt at work?

5. What should you do in an emergency?
e.g. You see smoke coming from a machine
 There is an alarm sounding in the building
 A worker near you falls and hurts themselves

6. What do you need to do if someone is making you feel bad at work?

7. What do the colours on the signs mean?

<p>Red usually means ...</p> 	<input type="checkbox"/> Don't do this <input type="checkbox"/> Hazard warning – take care <input type="checkbox"/> Exit – safe way out <input type="checkbox"/> Danger - Keep out unless authorised <input type="checkbox"/> Wear personal protective equipment
<p>Yellow usually means ...</p> 	<input type="checkbox"/> Don't do this <input type="checkbox"/> Hazard warning – take care <input type="checkbox"/> Exit – safe way out <input type="checkbox"/> Danger - Keep out unless authorised <input type="checkbox"/> Wear personal protective equipment
<p>Blue usually means ...</p> 	<input type="checkbox"/> Don't do this <input type="checkbox"/> Hazard warning – take care <input type="checkbox"/> Exit – safe way out <input type="checkbox"/> Danger - Keep out unless authorised <input type="checkbox"/> Wear personal protective equipment
<p>This sign means ...</p> 	<input type="checkbox"/> Don't do this <input type="checkbox"/> Hazard warning – take care <input type="checkbox"/> Exit – safe way out <input type="checkbox"/> Danger - Keep out unless authorised <input type="checkbox"/> Wear personal protective equipment
<p>This sign means ...</p> 	<input type="checkbox"/> Don't do this <input type="checkbox"/> Hazard warning – take care <input type="checkbox"/> Exit – safe way out <input type="checkbox"/> Danger - Keep out unless authorised <input type="checkbox"/> Wear personal protective equipment

Thank you for completing this questionnaire – it helps us improve the training program.